

TO: More at Four Administrators, More at Four Program Contacts, More at Four Fiscal Contacts

FROM: Jamie Woodlief

DATE: February 25, 2009

SUBJECT: Amended 2008-09 More at Four Monitoring Process

To: All MAF Contractors and Program Contacts

Please be advised that the 2008-2009 MAF monitoring process has been amended. To reduce travel costs, a desktop monitoring review process will be used and supplemented by county visits as defined below.

- A statistically valid sampling of counties will receive an on site contractor monitoring visit within the March through May 15<sup>th</sup> timeline. Program Consultants will schedule visits with selected Contractors.
- OSR Consultants will schedule phone and/or virtual monitoring conferences with the remaining contractors for March or April. These conferences will review the *Contractor Monitoring Tool*. Contractors are asked to mail the *Contractor Monitoring Tool* to regional OSR Program Consultants by March 6, 2009.
- OSR will send copies of the *Fiscal/Contracts Monitoring Worksheet* with county-specific information to More at Four Contractors in advance of monitoring conferences to facilitate the process. The Contractor will have an opportunity to review the *Worksheet* prior to the monitoring conference, review documents on file and be prepared to discuss needs or questions.
- If issues/questions/concerns emerge that cannot be resolved using the desktop review and monitoring conference, a county monitoring visit may be scheduled.

Please contact your MAF program consultant if you have any questions. Thank you.

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